



## BUSINESS EDUCATION SECTION STATE STAFF

Department of Elementary and Secondary Education

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### STAFF

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### PRIMARY RESPONSIBILITIES

State FBLA-PBL Chair  
Teacher Inservice  
Monitor Vocational Programs  
CISCO Academy

Secondary/Postsecondary/Adult  
Equipment Approval and Inventory  
Teacher Inservice  
Monitor Vocational Programs  
Supervised Business Experience  
State PBL Adviser

Curriculum  
Teacher Inservice  
Missouri ACTE/MBEA Liaison  
Monitor Vocational Programs  
Mentoring Program

State FBLA Adviser  
Teacher Inservice  
Monitor Vocational Programs

FBLA-PBL State Adviser's Assistant  
MBEA Conference Assistant

**Visit our Website Address:**

[http://dese.mo.gov/divcareered/business\\_ed\\_index.htm](http://dese.mo.gov/divcareered/business_ed_index.htm)

## Business Education Web Page

New information is continually added to the web pages. Look for information about upcoming inservice opportunities, FBLA-PBL activities, new online resources, certification, MBEA information and activities, and more.

Bookmark the following home page for easy reference:

[http://dese.mo.gov/divcareered/business\\_ed\\_index.htm](http://dese.mo.gov/divcareered/business_ed_index.htm)

Click on the BE Resource Book for further information on curriculum, advisory committees, MSIP, program evaluation, and more.

## Business Education Discussion List

Don't miss out on one of the best resources Missouri business teachers have to network with other professionals. The MO-BusEd Discussion List offers Missouri business teachers an opportunity to share ideas, information, and questions relating to business education and its curriculum.

To subscribe (or unsubscribe) to MO-BusEd, address an e-mail message as follows to:

**TO:** majordomo@mail.connect.more.net

**FROM:** Your e-mail address

**SUBJECT:** (leave this line blank)

Subscribe (unsubscribe) mo-bused Your firstname Your lastname

(Example: Subscribe mo-bused Carey Smith)

MO-BusEd is a monitored electronic discussion list with owner subscription approval required.

## Vocational Business Certification

Contact: Mark Shore

573-751-7863

Mark.Shore@dese.mo.gov

## GRANT INFORMATION

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
P.O. Box 480 \* Jefferson City, MO \* 65102

### **Vocational Program Approval** (New or Expanded)

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The Missouri State Plan for Vocational Education makes provisions for programs, services and activities to serve secondary students enrolled in vocational business classes. Districts that seek financial support for vocational business classes must prepare and submit to the Department an application (FV-3) between September 1 and May 1 of the school year prior to the operation of the program. A sample application may be requested from the state office.

Monies are available on a 50% matching basis to help purchase equipment, software, and furniture for the approved vocational business class(es). In addition, monies are available for partial teacher salary reimbursement.

A Guide to Submitting an Application for Expanding/New Regular Vocational Program may be found at the website listed below.

Contact person: Carey Smith, (573) 751-3484, [carey.smith@dese.mo.gov](mailto:carey.smith@dese.mo.gov)  
Website: [http://dese.mo.gov/divcareered/biz\\_vocational\\_business\\_program.htm](http://dese.mo.gov/divcareered/biz_vocational_business_program.htm).

### **Vocational-Technical Education Enhancement Grants**

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**Purpose:** To expand and enhance the quality of Missouri's occupational preparatory (long-term) vocational education programs through improved alignment with business and industry occupational training needs and increased emphasis upon training in occupations that have been determined to be in critical shortage.

**Eligibility:** Missouri public high schools, area vocational schools and community colleges operating Department approved vocational education programs.

**Allowable expenditures:** Curriculum enhancement, instructional equipment (minimum \$200 unit cost), facility improvement (restricted to 25% of the grant award)

**Maximum amount of grant:** No maximum amount of individual grant funds has been established. Local education agencies will be reimbursed for approved expenditures.

**Local match:** Local education agencies must expend at least 25% for instructional equipment purchases and/or 50% for other allowable purchases from local fund sources.

Application process: Requests for proposals (RFP) will be posted on the website in December of each year. Applicants must develop a grant proposal and forward it to the Division of Vocational and Adult Education by February 28. Grant awards are announced in mid-June and funds may be expended after July 1.

Contact person: Don Walker, (573) 751-3872, [don.walker@dese.mo.gov](mailto:don.walker@dese.mo.gov)  
Website: <http://dese.mo.gov/divcareered/grants.htm>.

Contact State Business Education Staff for a sample grant to review (573) 751-3484.

## **Instructional Technology Grants**

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Purpose: Opportunity for Missouri's public schools to improve classroom teaching practices using technology. There are two kinds of grants: acquisition & competitive.

\*Maximum amount of grant: *Acquisition* - \$2,000 + per pupil allowance

*Competitive* - \$10,000 - \$50,000

Local match: *Acquisition* - 50% match

*Competitive* - 10%, 20%, or 30% depending on relative student wealth

Allowable expenditures: *Acquisition* - equipment, training, software, subscription fees (internet services), installation, maintenance, etc.

*Competitive* - focus on the use of computer networking to improve instruction at K-9, but may also address secondary applications

Application process: *Acquisition* - submit grant proposal to Division of Instruction by September 15; *Competitive* - submit grant proposal to Division of Instruction by June 1

Contact person: Deborah Sutton, (573) 751-9434, [deborah.sutton@dese.mo.gov](mailto:deborah.sutton@dese.mo.gov)

Website: <http://dese.mo.gov/divimprove/instrtech/index.html>

\*Amounts subject to change per legislative appropriation.

## **A+ Schools Program Grant**

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Goal: To improve the educational experiences of students in Missouri's high schools and ensure that they graduate, complete a challenging selection of high school studies with identified learning expectations, and proceed from high school graduation to a college or postsecondary vocational or technical school, or a high wage job with workplace skill development opportunities.

Local match: The local school district must provide 25% matching funds for most grant funds expended, with a 50% match for the A+ coordinator salary.

Allowable expenditures:

- A+ Program Coordinator and related activities (50/50 match)
- A+ Schools implementation activities (75/25 match) that include: compensation for curriculum revision activities, purchase of curriculum materials, establishment of applied academic courses, duplication costs, instructional equipment (minimum \$100), instructional facility modification, guidance and counseling activities, placement/follow up activities, curriculum development/in-service activities, at-risk student services, integration of academic and vocational education, consultant expenses.

Application process: Proposal process is 3 years. Submit grant proposal to the Division of Instruction by March 31. Grant awardees are notified in June and money may be expended after July 1.

Contact person: Willard Worts, (573) 751-1394, [willard.worts@dese.mo.gov](mailto:willard.worts@dese.mo.gov)  
Website: <http://dese.mo.gov/divimprove/aplus/index.html>.

**BUSINESS EDUCATION  
PUBLISHING COMPANIES  
NAMES/ADDRESSES**

**Missouri Sales Staff**

**South-Western/ITP**

Carol Beeman  
Regional Sales Rep.  
506 Willowdale Ct.  
Nixa, MO 65714  
417-752-3356

**Glencoe/McGraw-Hill**

Mary Lou Michler  
2043 Woodland Parkway, Suite 175  
St. Louis, MO 63146  
314-692-7644

**Other National Companies**

DDC Publishing  
275 Madison Ave.  
New York, NY 10016  
888-544-8296

EMC Paradigm  
300 York Avenue  
St. Paul, MN 55101  
612-722-5175

S. E. Warner Software, Inc.  
2075 Sierra View Circle  
Salt Lake City, UT 84109  
801-446-7306

## EDUCATIONAL ACRONYMS

**ACTE** - Association for Career and Technical Education (formerly AVA—American Vocational Association)

**CSIP** - Comprehensive School Improvement Plan is a plan developed by local schools to incorporate all major concerns identified by their MSIP Review and confirmed by the Department School Improvement Committee.

**CISCO Academies** - A networking program that provides students the opportunity to learn skills to design, install, operate and maintain state of the art computer networks. Students may choose to obtain certification (CCNA—Cisco Certified Network Associate) which is a recognized industry standard certification.

**CIP Code** - A code number issued by the U. S. Department of Education to identify vocational (occupational) program titles.

**Course Code** - A code number issued by the Missouri Department of Elementary and Secondary Education to identify courses through the core data system.

**CTSO** – Career and Technical Student Organizations

**DESE** - Department of Elementary and Secondary Education (Missouri)

**FBLA** - Future Business Leaders of America (secondary business student organization)

**FV-1**- A form used to submit adult and postsecondary teacher courses for reimbursement

**FV-3** - Guide for Submitting Applications for Expanding and New Regular Vocational Education Programs

**FV-4** - Application for Authorization of Vocational Education Expenditures

**FV-2** - Reimbursement Request for Approved Vocational Education Expenditures

**LEA** - Local Education Agency

**MBEA** - Missouri Business Education Association

**MOUS** - Microsoft Office Users Specialist is an industry standard certification program that recognizes levels of proficiency in Microsoft Office applications—Word, Excel, PowerPoint and Access.

**MSIP** - Missouri School Improvement Program

**Missouri ACTE** - Missouri Association for Career and Technical Education (formerly MVA)

**NBEA** - National Business Education Association

**NFLC** – National Fall Leadership Conference (FBLA)

**NLC** – National Leadership Conference (FBLA)

**PBL** – Phi Beta Lambda (postsecondary business student organization)

**SBE** - Supervised Business Experience (provides both classroom instruction and on-the-job work experience)

**VEDS** – Vocational Education Data System (follow up of vocational students)

**VIMS** – Vocational Instructional Management System



## **CAREER AND TECHNICAL EDUCATION RESOURCES (CATER)**

The center for Missouri **C**areer **a**nd **T**echnical **E**ducation **R**esources (CATER) is located within the College of Education at the University of Missouri, Columbia. The center is a provider of materials, services, and information related to vocational course offerings. Materials include videos, textbooks, and activities for students. The materials are loaned to Missouri educators free of charge. The only expense is the return postage. Curriculum areas include, but not limited to:

business etiquette	grant writing
workplace ethics	international business
career development/job skills	parliamentary procedure
career exploration	sexual harassment
diversity awareness	national standards
entrepreneurship	stress management

Visit their website to find these resources and more: <http://www.cater.missouri.edu/>

## **INSTRUCTIONAL MATERIALS LABORATORY (IML)**

The Instructional Materials Laboratory (IML) is located within the College of Education at the University of Missouri, Columbia. IML offers a variety of classroom-ready instructional materials. Examples of curriculum available to business educators are: competency profiles for over 17 courses; activity modules for workplace behaviors and desktop publishing/multimedia.

Visit their website to obtain a complete listing of materials available:  
<http://www.iml.coe.missouri.edu>.